

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: September 26, 2011
NO: BE3-11

CLASSIFICATION TITLE
CUSTODIAN
(Canton Board of Education)

STARTING HOURLY RATE
\$15.05

FILING OF APPLICATION

Application must be made on the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, 44702, or open application may be printed from City of Canton website www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application may be mailed or brought to the office but must be on file no later than Friday, November 4, 2011 at 4:30 p.m. Candidate must submit a copy of their valid driver’s license with completed application.

EXAMINATION – THURSDAY, NOVEMBER 17, 2011

EXAM: 5:00 p.m.
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: A written examination will be administered on the following subjects: cleaning materials and procedures; safety; arithmetic; mechanical comprehension and other related areas. A score of 70% will be the minimum passing score.

This is a combined promotional and open examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the position of Bus Driver and have completed their probationary period on or before November 4, 2011. Sub Bus Drivers are not eligible for the promotional exam. Applicants who have one (1) year verifiable continuous service as a Sub Custodian for the Canton Board of Education will receive a 10% bonus if they receive a passing score. To be eligible for employment, applicants must show they are a reliable worker, must be a U.S. Citizen or have legally declared their intention of becoming a citizen. All applicants must be a high school graduate or possess a G.E.D. Previous custodial work experience is highly desirable. Applicants should be in good physical condition and may be required to take a medical examination.

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony in this or any other state, nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of November 4, 2011 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RESIDENCY BONUS

Applicants who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and School District Residency. Your name will be placed on the appropriate list of eligibles upon receiving a passing score of 70% and preference shall be given in consideration for employment in accordance with candidate rating pursuant to the Collective Bargaining Agreement in effect at the Canton Board of Education and State Law.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

Performs cleaning and routine operational duties in and around school buildings. Keeps equipment clean and does minor repair and adjustments to same. Performs related duties as required by supervision.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**